

THE GAUHATI HIGH COURT

(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

ANNUAL CONFIDENTIAL REPORT OF JUDICIAL OFFICERS OF ASSAM JUDICIAL SERVICE



सत्यमेव जयते

Name of Officer (In Block Letters): _____

Present Posting: _____

Report for the year / Period ending: _____

(To be filled up by the Officer to be reported upon)

YEARLY CALENDAR

Leave, if any, taken by the Officer during the year	Number of days
Casual Leave	
Number of Restricted holidays availed	
Earned Leave	
Maternity Leave	
Commutated leave on medical ground	
Extra ordinary Leave without pay	
TOTAL	

Number of days spent on Training etc.	Number of days
Training	
Attached for other works (Mention the nature of works in brief in the next column).	
Seminar/ Conference	
TOTAL	

Signature of the Officer

PART-I

(To be filled up by the Officer to be assessed)

Report for the year / period ending: _____

PERSONAL DATA

1. Name of officer (in BLOCK letters) :-

2. Present post with date of appointment thereto :-

3. If more than one post held during the Year, mention the posts specifying the period :-

4. Number of working days in the Year :-
 - I. On judicial side :- days
 - II. On administrative side :- days
 - III. On deputation :- days
 - IV. Period of attachment :- days

5. Brief description of the duties performed by you :-

6. Brief description of assistance and guidance received by the officer from his seniors. :-

OTHER DATA

1. Mention instances, if any, where you have not delivered judgment within the prescribed period with reasons for such delay.

2. Mention adverse remark, if any, passed by the Revisional / Appellate Court on your Judgment/ Order.

3. Have you regularly submitted your "Daily work done" statement to the District & Sessions Judge? If no, give explanation, if any.

4. Specify quantitative target, if any, set by you for disposal of cases, more particularly, the cases mentioned in the Action Plans. If you have not been able to achieve the target set by you, mention reasons and suggest remedial measures.

5. Details of Work done by the Officer in the Court (s)/other field(s). {Fill up the attached Form - 'A' or 'B', whichever is applicable}.

(ADMINISTRATIVE WORK)

Statement of work done by full time Secretaries of the Legal Services Authorities

A. Legal Aid and Assistance

Sl. No.	Nature of the legal aid	Number of beneficiaries
1.	Court based legal aid to inmates of jail/homes	
2.	Court based legal aid to others	
3.	Legal aid/assistance to people in availing the benefit of the Welfare Scheme of the Government	
4.	Legal aid/assistance to people under the "Reach out and Respond" programmes	
5.	Legal aid/assistance to people under different Schemes of SLSA/NALSA such as NALSA (Legal Services to mentally ill persons and persons with mental disabilities) Scheme, NALSA (Legal Services to the worker in the unorganized sector) Scheme 2010, scheme for legal services to disaster victim etc.	
6.	Any other legal aid /assistance not mentioned above (indicate the nature of legal service specifically).	

B. Did you undertake any innovative work or Scheme in your area? If yes, give a short description of the same with the number of people benefitted by such Scheme.

C. Lok Adalat

Sl. No.	Type of Lok Adalat organized	Number of Lok Adalat organized	Number of cases disposed	Number of persons benefitted	Remarks
1.	National Lok Adalat				
2.	Continuous Lok Adalat				
3.	Mobile Lok Adalat				
4.	Lok Adalat in jail				

D. Training and awareness programme**(i) Awareness Programme**

1. How many awareness programme organized during the year?
2. What were the subjects?
3. How many people participated in such programme?

(ii) Training Programme

1. How many programme organized?
2. Who were the stake holders?
3. How many persons were benefited?

E. Visit to Jail/Home/ Institution

Sl. No	Name of the Jail/Home/Institution	Date of visit
1.	Jail	
2.	Children Home	
3.	Observation Home	
4.	Other Institution	

F. Compensation to victim of offence

Sl. No	Type of cases	Pending at the beginning	Institution during the year	Total for disposal	Disposal during the year	Pending at the end of the year
1	Referred by Court					
2	Application filed by the victim					

N.B.: Additional sheets may be used in case of necessity.

Signature of the officer

7. What is your achievement *vis-à-vis* the Action Plans:-

8. Explanation, if any, of the Officer in respect of disposal of cases/ legal service activities / other administrative work done by him/her:-

I, Sri/Smti. do hereby certify that the aforementioned statements are true and correct and have been verified by me to be true and correct.

Signature of the Officer to be reported upon

(11)
PART-II

(To be filled up by the Reporting Authority)

1. Please comment on the overall correctness of the Statements made by the Officer in Part-I of this FORMAT:-

2. **INTEGRITY (tick mark whichever is applicable)**
 - a) Beyond doubt
 - b) Nothing adverse
 - c) Doubtful
 - d) Known case of lack of integrity
(mention in brief)

3. State of Health

4. Please give your evaluation on the "**Daily Work done**" statement submitted to you by the Officer:-

5. Performance of the Officer in the administrative side / or, other work entrusted:-

6. Special achievement, if any, in disposal of old pending cases and in any other field:-

7. **General Assessment** :
(Please give an overall assessment of the officer with reference to any striking qualities not covered by the above entries, sense of responsibility in discharging duties etc.

8. Assessment by the Reporting Officer on the basis of the Scale below:-

Group - A (General)

(Please see instruction No. 16)

	Marks Allotted	Marks Awarded
a) Punctuality in attending and leaving Court/Office	05
b) Control over Court proceeding/Office proceeding	05
c) Relationship with other Officers & Bar	05
d) Capacity to motivate, to obtain willing support by own conduct and inspire confidence in the subordinate staff?	05
Total	20

****Group - B (Judgment)**

	Marks Allotted	Marks Awarded
a) Timeliness in delivery of Judgment/Order	10
b) Brevity	05
c) Quality of Judgment <u>(Please examine the copies of the Judgments submitted by the officer and assess the quality with special reference to language, presentation, appreciation of facts, application of law, reasoning and clarity of conclusion.)</u>	20
Total	35

****Group - C**

(Disposal of Cases)

(Marks should be proportionate to the quantity of disposal vis-à-vis pendency in the court)

(Please see Instruction No. 18)

	Marks Allotted	Marks Awarded
	30

Group - D

(Special Marks)

To be allotted proportionately to the observations/ remarks made by the Reporting Officer in Serial No. 1 to 7 of Part-II of this Format

	Marks Allotted	Marks Awarded
	15

Marks of Group A (General)	20
Marks of Group B (Judgment)	35
Marks of Group C (Disposal of Cases)	30
Marks of Group D	15
Total Marks	100

** Reporting authority shall consider the marks allotted in Group 'E' (below) in place of Group 'B' and 'C' for assessment, in respect of Officer working as full time Secretary of Legal Services Authority.

GROUP – E (Legal Service)

(i) Legal aid & assistance	- 25
(ii) Innovative work or scheme	- 05
(iii) Lok Adalat	- 10
(iv) Training and awareness programme	- 15
(v) Visit to Jail/Home/Institution	- 05
(vi) Compensation to victim	- 05
Total	- 65

GRADING

(If the Officer's Integrity is found to be doubtful or if he is a known case of lack of Integrity, no grading should be given and a separate note may be submitted by the Reporting Authority. In such case High Court may take necessary follow up step including decision in regarding to "Grading".)

Calculation of Grading

Outstanding:	90 or above
Very Good:	75 – 89
Good:	60 – 74
Average:	Below 60

(Outstanding/ Very Good/ Good/ Average)

(An officer should not be graded OUTSTANDING unless exceptional qualities and performance have been noticed. Grounds for giving such a GRADING should be clearly brought out)

Grading awarded to be written in own words.

Date

Signature.....

(Name in block letters).....

Post held.....

(Reporting Officer)

N.B. The Reporting Officer shall examine at least 10 (ten) judgments delivered by the officer during the relevant period and assess the Officer as per the given rating. The copies of said 10 (ten) judgments shall be forwarded along with the filled up ACR Form to the High Court. (The Officer is to furnish Photostat copy of the original Judgment delivered)

REPORT OF THE REGISTRAR (VIGILANCE)

- (A) Registrar (Vigilance) is to check up/ verify the disposal statement of the concerned officer & submit his report (see instruction- 8):-

Number of cases disposed of :

Incentive Units, if any, obtained :

Total Units obtained :

Grading (in disposal) :-

- (B) Please mention whether any disciplinary proceeding is pending against the officer, for the reporting year:-

- (C) Please mention, observation if any, of the High Court relating to the concerned officer on judicial side:-

Registrar (Vigilance)

PART-III
(To be filled up by the REVIEWING AUTHORITY)

1. Are you satisfied that the Reporting Authority has made his/ her report with due care and attention and after taking into account all the relevant materials?

2. Whether you agree with the assessment of the Officer as given by the Reporting Authority? (Reasons to be specified in case of disagreement)

3. Remarks with specific comments about the General Assessment and Grading given by the Reporting Authority:-

Place

Signature

Name.....

Post held

(Reviewing Authority)

PART-IV
(To be filled up by the ACCEPTING AUTHORITY)

1. Whether the Accepting Authority agrees with the Assessment and Grading of the Officer given by the Reporting Authority/ Reviewing Authority?

2. If disagrees, Reason, Assessment and Grading given by the Accepting Authority:-

3. Other observations or directions, if any:-

4. Fitness for Promotion to Higher Grade:-

- (i) Fit
- (ii) Not Yet Fit
- (iii) Unfit

(In case the Officer is assessed Not yet fit or Unfit for promotion, reasons must be given. Doubtful Integrity/ Known case of lack of integrity or bad Reputation may be the reason for such remark)

5. Whether the officer has got any special characteristic and/ or any outstanding ability which would justify his special selection for appointment/ promotion out of turn? If, yes, please mention the characteristic.

Place

Signature

Name

Post held.....

(Accepting Authority)

INSTRUCTIONS

1. Reporting Authority/ Reviewing Authority/ Accepting Authority

Designation	Reporting Authority	Reviewing Authority	Accepting Authority
District & Sessions Judge/ Special Judge/ Member, MACT / Principal Judge, Family Court/ Presiding Officer, Industrial Tribunal, Labour Court/ Special Judge, CBI Court/Special Judge, Addl. CBI Court/ Judge, Designated Court	Portfolio Judge,	Judge Administration	The Chief Justice
Addl. District & Sessions Judge /Civil Judge/CJM/ ACJM/SDJM/Judicial Magistrate/ Munsiff	District & Sessions Judge	Portfolio Judge	Judge, Administration
Member/Secretary, Assam State Legal Services Authority	Executive Chairman	Judge Administration	The Chief Justice
Deputy Secretary / Under Secretary, ASLSA	Member Secretary, ASLSA	Portfolio Judge of the concerned District	Executive Chairman, ASLSA
Full Time Secretary, District Legal Services Authority	Chairman, District Legal Services Authority	Portfolio Judge of the concerned District	Executive Chairman, ASLSA
Counselor, Family Court	Principal Judge, Family Court	Portfolio Judge	Judge, Administration

2. Judicial Officers working on deputation in Tribunals, Judicial or Quasi-Judicial bodies shall fill in the ACR Format and forward the same to the Registrar General of the High Court for placing the same before Portfolio Judge, Judge Administration and the Chief Justice for recording their opinion. Remarks recorded by the Controlling Authority where the Officer is on deputation may also be forwarded to the High Court.
3. The ACRs of the Judicial Officers working in the Registry of the High Court shall be placed before the Chief Justice for recording remarks.
4. The District & Sessions Judge/ Principal Judge, Family Court shall forward the ACRs of the Officers working under him on or before the last day of February after recording remarks.
5. The Officers shall submit their ACRs before the Reporting Authority on or before 31st January. A deviation from the above, without sufficient cause, may be recorded by the Reporting Authority in the ACR of the concerned Officer.
6. If an Officer has worked in more than one Station/ Court during the year, the Reporting Authority will be Authority under whom he has worked for more than 3 months during the Year and if there is no such Authority/Officer, the Reporting Authority will be under whom he is presently working.
7. The Reporting Authority, Reviewing Authority and the Accepting Authority, as the case may be, shall not write the ACRs after he retires.
8. In the event of retirement of the Reporting Authority, the Reviewing Authority shall record and review the ACR.

9. In the event of retirement of Reviewing Authority, the Accepting Authority shall review and accept the ACR.

10. In the event of retirement of Accepting Authority, the remarks of the Reviewing Authority shall be final
11. In the event of retirement of Reviewing and Accepting Authority, the remarks of the Reporting Authority shall be final.
12. In the event of retirement of both the Reporting and Reviewing Authority, the Accepting Authority shall record, review and accept the ACR.
13. In the event of retirement of the Reporting, Reviewing and Accepting Authority, a certificate to the effect shall be kept in the confidential roll for non-availability of the ACR of a particular period.
14. If the situation as mentioned in Instruction No. 13 arises because of late submission of the ACR Format by the assessee Officer, the concerned Officer shall be responsible for non-availability of his ACR during the Year.
15. The Officer reported upon, may submit representation for review of the remarks recorded in the ACR within 30 days of the receipt of the communication of the remarks to him. A prayer for review, after the above period, may not be considered.
16. While awarding marks in Group-A of Column 8 of Part-II of the ACR Format, the Reporting Authority shall keep in mind the feed back received by him/ or, facts observed by him in respect of the concerned Officer during the year/period.
17. Late submission of the ACRs by the Reporting Officer to the High Court may be recorded as an "adverse entry" in his ACR by the concerned Portfolio Judge. If however, such delay is caused due to late submission of ACR by the concerned Officer, the Reporting Officer may mention the same in the ACR and in such event "adverse entry", as mentioned above shall not be made in the ACR of the Reporting Officer.
18. While awarding marks in Group-C of column 8 of Part-II of the ACR of District & Sessions Judge, Addl. District & Sessions Judge, the Reporting Authority is also to consider whether the Officer has disposed of minimum number of Sessions Cases vis-à-vis pendency as mentioned in the Notification No.HC.VI-6!2009!362-78!STT, DTD 04.06.2011 issued on "Criteria for assessment of work done by the Judicial Officers."

In case of other Judicial Officers, quantity of disposal vis-a-vis overall pendency may also be considered.

SCALE OF NORMS FOR DISPOSAL FOR ONE QUARTER

Above 300 Units.....	Outstanding
250 to 300 Units	Very Good
200 Units to less than 250 Units	Good
Less than 200 Units	Inadequate

If the actual number of scheduled working days in a quarter falls below 63 days, the requirement of Units shall stand reduced by 3 Units per day.

If a Sessions Judge/ Addl. Sessions Judge (having 40 or more Type-I Sessions cases or 80 or more Type-II Sessions cases pending in his court), does not dispose of, on contest, minimum of 6 or 12 such cases in a quarter, he will be graded "Inadequate" regardless of the Units earned in the quarter